



KING COUNTY
LEGAL ADMINISTRATIVE SPECIALIST III
DEPARTMENT OF JUDICIAL ADMINISTRATION

Hourly Rate Range: \$18.0548 - \$22.8854

Job Announcement: 06WM8394

OPEN: 4/19/06 CLOSE: 5/2/06

WHO MAY APPLY: This position is an opportunity for King County career service employees and the general public, with preference given in that order.

WHERE TO APPLY: Required forms and materials **must** be sent to: **516 Third Avenue, Room E-609, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Sandra Nelson at (206) 205-0518 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), résumé and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King County Courthouse, Seattle, WA

WORK SCHEDULE: This position is overtime eligible. This is a 40 hour work week position; Monday through Friday.

PRIMARY JOB FUNCTIONS: This position will analyze, interpret and process documents in legal case files after applying appropriate security levels in the Caseflow and Data Administration division. The incumbent will act as a resource for handling returned and disputed billings from Office of Finance, will assist supervisors in responding to customer inquiries and handling difficult customers. Will monitor special processing queues for timely resolution of issues and assume responsibility for reporting backlogs to manager. Will communicate effectively with Caseflow division staff and work in a team environment. Will perform data entry tasks into various computer databases.

QUALIFICATIONS: High school diploma or equivalent. Demonstrated knowledge of court procedures and legal terminology, demonstrated strong typing and/or data entry skills with 60 wpm minimum, working knowledge of MS Office products, demonstrated excellent communication and interpersonal skills including listening and problem-solving; demonstrated ability to prioritize and organize workload; demonstrated successful multi-tasking abilities and critical thinking skills. Must demonstrate history of punctuality, dependability and good work attendance. Minimum two years of experience in the areas listed above, OR equivalent education and/or experience that provides the knowledge to meet the job requirements.

SPECIAL REQUIREMENTS: No felony convictions in the last seven years.

CLASS CODE: 8394 SEQUENCE NUMBER: 0358